

CITY OF BURBANK

REDEVELOPMENT PROJECT MANAGER

DEFINITION

Under direction, to coordinate and supervise the planning and execution of all activities within a redevelopment project; and to do related work as required.

ESSENTIAL FUNCTIONS

Manages and coordinates the planning and implementation of complex redevelopment activities within a project area; establishes objectives, priorities and schedules to achieve maximum efficiency in completing assigned projects; oversees the coordination of all applicable City departments involved in the management and implementation of a redevelopment project; oversees preparation of comprehensive reports and documents; makes presentations before the Redevelopment Agency, City Council and public groups; directs field work and data collection for surveys and related project tasks by staff members and consultants; supervises all project activities including preparation of redevelopment plan, disposition and development agreements, maps, presentation graphics, and environmental documents; supervises acquisition and disposition of properties for the project area; coordinates the activities of consultants working for the Redevelopment Agency; negotiates agreements between developers and the Agency; establishes and maintains communication with citizen groups, public officials, consultants, and professional staff to coordinate and effectuate projects; supervises, trains, and evaluates support personnel; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the theory, principles and practices of management, planning, real estate and community development: California redevelopment law; commercial, industrial and residential real estate development projects; the method and uses of financial and economic analysis; zoning and building codes and engineering practices.
- Ability to - plan and coordinate project activities; manage commercial, industrial, and residential real estate development projects; negotiate contracts; manage communicate effectively, both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited four year college with a degree in business, public administration, planning, or a related field and four years of progressively responsible experience in the management, financial and economic analysis of redevelopment and real estate transactions, with some portion of that time in an administrative capacity. NOTE: A Master's degree in business, public administration or related field may substitute for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.